

Osgood Landing, Town of North Andover, 1600 Osgood Street –Suite 2035, North Andover, MA 01845  
Phone: 978-688-9535      Fax 978-688-9542      [jenright@townofnorthandover.com](mailto:jenright@townofnorthandover.com)

Planning Department

Technical Review Committee Meeting (information form).

Please submit this information to the North Andover Planning Department c/o Jean Enright no later than the Wednesday preceding the scheduled Technical Review Committee Meeting. Applicant will confirm with Ms Enright the date and time of the meeting on Wednesday prior to the actual TRC meeting date. It is important that either the applicant or the applicant's representative attend the TRC meeting.

Please type or print clearly.

1.Applicant: \_\_\_\_\_

2.Applicant's Address: \_\_\_\_\_

3.Applicant's phone number \_\_\_\_\_

4.Address of proposed location: \_\_\_\_\_

5.Zoning District of proposed location: \_\_\_\_\_

6.Square Footage of proposed project: \_\_\_\_\_

7.Number of employees \_\_\_\_\_

8.Hours of operation \_\_\_\_\_

9.Parking requirements \_\_\_\_\_

10.Is there food preparation required? \_\_\_\_\_

11.Description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are proposing to open a business in an existing location please submit a copy of a site plan (you can obtain this from the landlord). It is not the intention of the Planning Department to have the applicant incur Architectural or Engineering expenses for submittal of a plan of land for purposes for a TRC meeting.